KENTUCKY DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND TECHNICAL EDUCATION

KOSSA Test Administrator's Manual – 2006

Testing Window - February 6 to March 3, 2006

Table of Contents

Introduction

The Kentucky Department of Education, Division of Career and Technical Education and the Office for Career and Technical Education have spent the past several years working with representatives from industry and education to develop an assessment system based upon clear and concise standards as identified by employers across the state. This assessment system serves to ensure career/technical skill attainment in career and technical education programs in Kentucky.

The goals of the Kentucky Occupational Skill Standards System are to:
- Increase the quality of Kentucky's workforce
- Increase productivity and per capita income
- Provide for a higher standard of living
- Improve quality of life

The objectives of the Kentucky Occupational Skill Standards System are:
- Individualized training through local education providers
- Individual assessment to determine skill level
- Utilization of existing resources

The specific purpose of the assessment system is to determine individual competency and to benchmark minimum levels of certification for individuals focusing on career majors in career and technical education.

The assessment instruments assess the standards as defined and endorsed by industry representatives from across Kentucky. All assessments will assess the standards from each of the three following organizers:
- Academic Skills
- Employability Skills
- Occupational Skills

Statewide Articulation Agreements
There are currently statewide articulation agreements for the following KOSSA areas – Production Livestock, Production Crop, Horticulture, Child Development, and Administrative Support Services.

More information on these articulations can be found at:
http://www.education.ky.gov/KDE/Instructional+Resources/Career+and+Technical+Education/Articulation+Agreement/default.htm

KOSSA Online

In support of the Seven Steps Forward in Assessment, the Kentucky Department of Education is dedicated to providing a variety of statewide assessments in an online accessible format.   In spring 2005, select schools in Kentucky were identified to participate in the Kentucky Occupational Skill Standards Assessments (KOSSA) Online. High schools, career and technical education centers and area technology centers selected to participate were able to assess online in all KOSSA content areas, with the exception of the performance scenario of the Administrative Support Services assessment. That portion of the assessment was completed in the traditional manner.

The KOSSA Online Assessment is an interactive website developed to administer the Kentucky Occupational Skill Standards Assessments electronically. It is in an "accessible" digital format modeled after the CATS Online for students with disabilities as an accommodation. The website's accessibility allows those students using assistive technologies as a routine part of their instructional program to use "text-to-speech" software (i.e., textreader or screenreader) to independently read the test using computers.

The questions and student expectations for the KOSSA Online Assessment are the same as for all other students taking the test with pencil and paper. Through online testing, students can navigate and independently read and re-read test questions and answer at their own pace. Online testing requires planning for adult support in the event a student has a need for assistance in the use of the technology.

Assistive technology may be utilized for those students who need computerized reading supports. The majority of schools in the Commonwealth have acquired the site license for text-to-speech (textreader) software. This software, generally known as Read and Write, is the technology used as an accommodation for special population students who have participated in CATS Online. While use of this accommodation for CATS Online continues to be limited to special populations, use of this technology for instructional support is available to any student who can benefit. Therefore, any student using this technology as an instructional support on a routine basis may use it for the KOSSA Online.

Electronic submission of answers will be utilized for the KOSSA Online. Schools **will not** be asked to print student multiple choice and scenario responses as a backup to electronic submission this year.

Test Security

The security of the test materials is critically important and, as the assessment coordinator and/or a test administrator, you are responsible for maintaining complete control of the test materials.

- Upon receiving this mailing, count the items shipped against the number shown on the packing list to ensure that you have received what you had requested. If there are any discrepancies, please send an email to kossaol-kde@education.ky.gov **It is very helpful to include the school name in the subject line of the email.**

- Prior to testing, store the test materials in a secure location and DO NOT release them for review to any person. Teachers are permitted to review the assessments; however, it is highly recommended that this review occur after the local administration of the assessment. All individuals reviewing the assessments must sign and submit a nondisclosure agreement and security statement. This form is included in your test materials and can be duplicated as needed.

- Upon completion of the test, collect and count the test booklets and answer sheets, and ensure that the count matches the number shown on the packing list. **Ensure that you are returning all test booklets and answer sheets that were shipped to you. It is no longer required that Test Administrator's Manuals be returned to KDE.**

- It is acceptable to make **substitutions** for students. If you have a student who has moved, left the program, or was misidentified and another student who wishes to assess, make the substitution. Please **update and resubmit** your Participant Roster using the online registration process and notify Pamela.Moore@education.ky.gov that a change was submitted.

- Review the accuracy and completeness of the demographic coded information presented on each answer sheet, including name, state student identification number, test code, district code, school code, grade level, gender, ethnic group, date of birth, before packaging the materials for shipment. The KOSSA Coordinator should delegate this responsibility to those administering the assessments. Verifying this information will help to improve the accuracy of reports and certificates.

Returning Test Materials

- PLEASE place the individual student answer sheet behind each individual student test booklet. For the Administrative Support Services Assessment, you will have individual student test booklet, individual performance scenario stapled and placed inside the individual student answer sheet. **Please do not use paperclips or staple anything to the student answer sheet.** Place any unused test booklets and answer sheets at the bottom of the stack. Following these instructions will expedite unpacking and assure more accuracy.

- Group all assessments with answer sheets by assessment area and place a rubber band around them by assessment area.

- Place them in a box for return mailing. Be sure to securely tape your package for shipment. Assessments have been lost in return shipment due to packages not being properly secured. Postage is the responsibility of the eligible recipient of Perkins funding (district/school).

- The assessment window runs from February 6 – March 3, 2006. **All materials must be shipped for return by March 6, 2006.**

- **It is highly recommended that you ship assessments UPS so that you have a tracking number or by Certified Mail so that you know who signed for the assessments and on what date.**

- **Return assessment materials to:**
  Pamela Moore, Systems Consultant IT
  2115 Capital Plaza Tower
  500 Mero Street
  Frankfort, Kentucky 40601

General Instructions

> **NOTES:**
> Students <u>may</u> use calculators on the Skill Standards Assessments.
> Students with IEPs should be provided the modifications and accommodations outlined in the IEP.

State Student Identification Number (SSID)

It is required that students use the SSID rather than SSN for identification purposes. The scanning system is now designed to capture this 10-digit number and will no longer accept the 9-digit social security number. The SSID I s found in the "state #" field located at the bottom right hand side of the student demographics screen in SIT Office and STI District. This field is not available to teachers using strictly a classroom module.

Prior To Testing

- Students should complete the demographic information on Side 1 of the student test answer sheet.

- Write in First Name, Middle Initial, and Last Name. Bubble corresponding circles.

- Write in the 10-digit state student identification number from STI. Bubble corresponding circles. Do NOT use social security numbers. The SSID can be found in the "state #" field located at t eh bottom right hand side of the student demographic screen. This can only be seen using STI Office or STI District.

- Write in test code. Bubble corresponding circles. For a complete list of test codes refer to the Table of Contents.

- Write in the district code. Bubble corresponding circles. EVERY student has a district code. This is the district where the student attends high school. For a complete list of district codes refer to the Table of Contents.

- Write in the high school code. Bubble corresponding circles. EVERY student has a high school code. This is the where the student attends high school. For a complete list of school codes refer to the Table of Contents.

- If a student is assessing at an Area Technology Center or Career & Technical Center, bubble the ATC/CTC Code as well as the district and high school code. ONLY students assessing at an ATC or CTC will have an ATC/CTC Code. For a complete list of ATC/CTC codes refer to the Table of Contents.

<u>Coding Examples</u>

Jane Doe attends Western Hills High School in Franklin County. She is assessing at Franklin County CTC in the area of Communications. Jane will bubble District Code **181**, High School Code **070**, (this identifies her home district and high school) <u>and</u> she will bubble ATC/CTC Code **181905** (this identifies where she is currently enrolled in the communications program and testing).

John Doe attends Owsley County High School in Owsley County. He is assessing at Lee County ATC in the area of Construction. John will bubble District Code **475**, High School Code **080**, (this identifies his home district and high school) <u>and</u> he will bubble ATC/CTC Code **321903** (this identifies where he is currently enrolled in the construction program and testing).

John Smith attends East Jessamine High School in Jessamine County. He is assessing at East Jessamine High School in the area of Hospitality Services. John will bubble District Code **281** and High School Code **021** (this identifies his home district and high school and where he is assessing). John will not bubble anything in under ATC/CTC Code as he is not assessing at an ATC or CTC.

- Bubble grade level in which you are currently enrolled.
- Bubble gender.
- Bubble ethnic group.
- Bubble date of birth. Be sure to bubble year, day, and month.

All information must be bubbled neatly and accurately. Failure to provide information may result in a "no score" for a student.

<u>IMPORTANT:</u> TEST ADMINISTRATORS SHOULD VERIFY THAT THIS INFORMATION IS BUBBLED IN NEATLY AND ACCURATELY.

Student Instructions

NOTE: The following instructions appear as general instructions in all student test booklets **EXCEPT** Administrative Support Services and Manufacturing:

GENERAL INSTRUCTIONS

Calculators may be used on this assessment.

Instructions for completing the answer sheet:
In order for scores to be reported accurately and in a timely manner, all information must be bubbled correctly and neatly on the answer sheet. If you must change any information on the answer sheet, please erase neatly and completely.

Beginning on SIDE 1, complete the following information using a #2 pencil:
- FIRST NAME, MI, LAST NAME
- STATE STUDENT IDENTIFICATION NUMBER
- TEST CODE (Provided by test administrator)
- DISTRICT CODE (Provided by test administrator)
- HIGH SCHOOL CODE (Provided by test administrator)
- ATC/CTC CODE (Provided by test administrator if testing at an ATC or CTC)
- ETHNIC GROUP
- GRADE LEVEL
- GENDER
- DATE OF BIRTH

Scenario:
This portion of the assessment requires that you complete a written response to a scenario. There are multiple scenarios and rubrics. Select 1 (one) scenario and prepare a written response to it on the pages provided on the answer sheet.

It is important that you write your state student identification number, the assessment area, and the letter of the scenario that you are completing on the top of your response sheet. **Failing to provide this information may result in a "no score" for this portion of the assessment.**

In order to pass this portion of the assessment, you must score a 3 or 4 as outlined in the scoring rubric.

Multiple-Choice:
Each multiple-choice item is followed by four possible responses. Select the response that best answers the test item. Find the corresponding number on the answer sheet (MULTIPLE CHOICE) and use a #2 pencil to darken the circle under the letter, which is your answer to that test item. Fill in the circle completely.

Student Survey
Please complete the survey questions at the end of the test in the space provided on the answer sheet (STUDENT SURVEY). Us a #2 pencil to darken the circle that corresponds with your answer choice. Fill in the circle completely.

Submitting your assessment for scoring:
After completing the assessment, place your materials in the following order and give them to your test administrator:
- Student Test Booklet
- Student Answer Sheet

Student Instructions for Administrative Support

NOTE: The following instructions appear as general instructions in the student test booklets for Administrative Support Services:

<div style="border: 1px solid black; padding: 10px;">

GENERAL INSTRUCTIONS

Calculators may be used on this assessment.

Instructions for completing the answer sheet:
In order for scores to be reported accurately and in a timely manner, all information must be bubbled correctly and neatly on the answer sheet. If you must change any information on the answer sheet, please erase neatly and completely.

Beginning on SIDE 1, complete the following information using a #2 pencil:
- · FIRST NAME, MI, LAST NAME
- · STATE STUDENT IDENTIFICATION NUMBER
- · TEST CODE (Provided by test administrator)
- · DISTRICT CODE (Provided by test administrator)
- · HIGH SCHOOL CODE (Provided by test administrator)
- · ATC/CTC CODE (Provided by test administrator if testing at an ATC or CTC)
- · ETHNIC GROUP
- · GRADE LEVEL
- · GENDER
- · DATE OF BIRTH

Scenario:
Specific directions for the performance scenario follow in your test booklet. After completing this portion of the assessment, print your documents, place them in the order completed and staple them in the top left corner. Be certain that your name is typed at the bottom of each document as instructed.

Multiple-Choice:
Each multiple-choice item is followed by four possible responses. Select the response that best answers the test item. Find the corresponding number on the answer sheet (MULTIPLE CHOICE) and use a #2 pencil to darken the circle under the letter, which is your answer to that test item. Fill in the circle completely.

Student Survey
Please complete the survey questions at the end of the test in the space provided on the answer sheet (STUDENT SURVEY). Us a #2 pencil to darken the circle that corresponds with your answer choice. Fill in the circle completely.

Submitting your assessment for scoring:
After completing the assessment, place your materials in the following order and give them to your test administrator:
- · Student Test Booklet (on top)
- · Student Answer Sheet (behind Student Test Booklet)
- · Performance Scenario (stapled in top left corner, placed inside Student Answer Sheet)

</div>

Student Instructions for Manufacturing

NOTE: The following instructions appear as general instructions in the student test booklets for Manufacturing:

<div style="border:1px solid black">

GENERAL INSTRUCTIONS

Calculators may be used on this assessment.

Instructions for completing the answer sheet:
In order for scores to be reported accurately and in a timely manner, all information must be bubbled correctly and neatly on the answer sheet. If you must change any information on the answer sheet, please erase neatly and completely.

Beginning on SIDE 1, complete the following information using a #2 pencil:
·   FIRST NAME, MI, LAST NAME
·   STATE STUDENT IDENTIFICATION NUMBER
·   TEST CODE (Provided by test administrator)
·   DISTRICT CODE (Provided by test administrator)
·   HIGH SCHOOL CODE (Provided by test administrator)
·   ATC/CTC CODE (Provided by test administrator if testing at an ATC or CTC)
·   ETHNIC GROUP
·   GRADE LEVEL
·   GENDER
·   DATE OF BIRTH

Scenario:
This portion of the assessment requires that you complete a series of multiple-choice scenarios. Each multiple-choice scenario item is followed by four possible responses. Select the response that best answers the test item. Find the corresponding number on the answer sheet (MULTIPLE CHOICE) and use a #2 pencil to darken the circle under the letter, which is your answer to that test item. Fill in the circle completely.

Multiple-Choice:
Each multiple-choice item is followed by four possible responses. Select the response that best answers the test item. Find the corresponding number on the answer sheet (MULTIPLE CHOICE) and use a #2 pencil to darken the circle under the letter, which is your answer to that test item. Fill in the circle completely.

Student Survey
Please complete the survey questions at the end of the test in the space provided on the answer sheet (STUDENT SURVEY). Us a #2 pencil to darken the circle that corresponds with your answer choice. Fill in the circle completely.

Submitting your assessment for scoring:
After completing the assessment, place your materials in the following order and give them to your test administrator:
·   Student Test Booklet
·   Student Answer Sheet

</div>

Testing Procedures and Times

Each test is divided into 2 parts. Students may have a total of 2 hours to complete the assessment. Schools may give the test in one 2-hour block or two 1-hour blocks.

Students should begin by neatly printing their name and school on the front of the student test booklet.

Scenario

For all testing areas **EXCEPT** Administrative Support Services, Transportation and Manufacturing, students are provided two (2) scenarios and scoring rubrics. The student should select one (1) scenario and prepare a written response on the space provided on the answer sheet. Students my have scratch paper for outlining their response. Only the final draft should be recorded for scoring on the student answer sheet. It is imperative that students record their state student identification number and assessment area on each page of their written response. They must also indicate the letter of the scenario to which they are responding. Failure to provide this information may result in a "no score" for this portion of the assessment. **Encourage students to refer to the scoring rubric as they construct their response. Students must earn a 3 or 4 to pass this portion of the assessment.** Students should be allowed 60 minutes for this portion of the assessment.

Multiple-Choice

There is one correct answer for each question. Students should carefully read the item, select the best response, and carefully bubble the response on SIDE 2 – MULTIPLE CHOICE of the student answer sheet. Students should be allowed 60 minutes for this portion of the assessment.

Manufacturing

Manufacturing has a series of multiple-choice scenarios for students to respond to. Students should read each scenario and the questions associated with the scenario and bubble their answers in beginning on SIDE 2 – MULTIPLE CHOICE of the student answer sheet. Students should be allowed 60 minutes for this portion of the assessment.

Transportation

Transportation has a choice of three (3) scenarios. The student should select one (1) scenario and prepare a written response in the space provided on the answer sheet.

<u>Administrative Support Services</u>

Administrative Support Services has a five-part performance scenario for students to complete. Students should complete all five parts. Specific directions are outlined in the student test booklet and are copied on the following pages of this test administrator's manual. Encourage students to refer to the scoring rubric as they complete the performance scenario. Students must earn a score of 3 or 4 to pass this portion of the assessment. Students should be allowed 60 minutes for this portion of the assessment.

<u>Students may have a warm up prior to the administration of the Timed Keyboarding. They should NOT use actual test content for this warm up.</u>

Printing of the administrative support performance event should not be a part of the timed assessment. Students should wait until the end of the assessment to print. If they do print something during the assessment, they should <u>not</u> get up and go to the printer. The test administrator should take the printed copy to the student.

The test administrator should verify that students have followed the directions for each component of the scenario. After completing the assessment and printing the performance events, the student should staple their documents in the following order – Timed Keyboarding, Document 1, Document 2, Document 3 and Document 4. When submitting materials to the test administrator for the return mailing, students should place information in the following order: (1) Student Test Booklet, (2) Performance Scenario (stapled in top left corner), placed inside Student Answer Sheet.

TIMED KEYBOARDING

DIRECTIONS: This exercise is a 3-minute timed writing. Focus on accuracy as well as speed. If you finish, repeat the paragraphs until time is called. Please use a 12 font and double space. You DO NOT need to type the heading. Just begin with the copy.

When time is called, double space and type your first and last name and name of your school blocked against the left margin in ALL CAPS. Your name must be typed on each page so that it matches the name you have bubbled in on the answer sheet and written on the front of this test booklet.

DOCUMENT 1:   LETTER

DIRECTIONS: Format and key the following letter in block style with open punctuation. Use either Times, Times New Roman, or Arial size 12 font. Create the letter format. DO NOT USE A TEMPLATE. Use the current date.

For identity purposes only, please double space after the last line and type your first and last name and name of your school blocked against the left margin in ALL CAPS. Your name must be typed on each page so that it matches the name you have bubbled in on the answer sheet and written on the front of this test booklet.

DOCUMENT 2: SECOND PAGE OF TWO-PAGE LETTER

DIRECTIONS: Key the proper heading for the second page of this two-page letter. This letter has NO relationship to Document 1 but is only the second page of a different letter. Use block style with open punctuation. Use either Times, Times New Roman, or Arial size 12 font. Use the current date.

For identity purposes only, please double space after the last line and type your first and last name and name of your school blocked against the left margin in ALL CAPS. Your name must be typed on each page so that it matches the name you have bubbled in on the answer sheet and written on the front of this test booklet.

DOCUMENT 3: MEMORANDUM

DIRECTIONS: Format and key the following memo using the correct memo format style. Use either Times, Times New Roman, or Arial size 12 font. Create the memo style. DO NOT USE A TEMPLATE. Use the current date. Remember to include your reference initials.

For identity purposes only, please double space after the last line of the memo and type your first and last name and name of your school blocked against the left margin in ALL CAPS. Your name must be typed on each page so that it matches the name you have bubbled in on the answer sheet and written on the front of this test booklet.

DOCUMENT 4: SPREADSHEET

DIRECTIONS:
(1)   **Prepare a spreadsheet for the following information. Include a proper heading for the spreadsheet. Bold these column headings (Do Not Abbreviate):**
             Employee
             Hourly Wage
             Hours Worked
             Gross Earnings
             Federal Income Tax
             Social Security Tax
             Net Pay

(2)   **Key in Landscape using 12 font in Times, Times New Roman, or Arial. The spreadsheet must fit on one page. Format cells containing dollar amounts as currency.**

For identity purposes only please double space after the last entry and type your first and last name and the name of your school blocked against the left margin in ALL CAPS. Your name must be typed on each page so that it matches the name you have bubbled in on the answer sheet and written on the front of this test booklet.

Student Survey

The following survey appears on the last 2 pages of each student test booklet. The survey has no impact on student assessment but it does provide valuable information as we look for ways to provide technical assistance to schools in improving performance on skill standards assessments. Please encourage your students to take the time to complete this short survey.

Student Survey

Directions: Each survey multiple-choice item is followed by up to four possible responses. Select the response that most applied to you. Find the corresponding number on the answer sheet (*Part III – STUDENT SURVEY)* and use a #2 pencil to darken the circle under the letter. Mark only one response for each question and fill in the circle completely.

1. How well did the test content of the multiple-choice items match what your teacher teaches in your Career and Technical (Vocational) classes?
    A. Very Little Match
    B. Little Match
    C. Good Match
    D. Strong Match

2. How well did the test content of the scenarios item match what your teacher teaches in your Career and Technical (Vocational) classes?
    A. Very Little Match
    B. Little Match
    C. Good Match
    D. Strong Match

3. How easy or difficult was the multiple-choice portion of the assessment?
    A. Very Easy
    B. Somewhat Easy
    C. Somewhat Difficult
    D. Very Difficult

4. How easy or difficult was the scenario portion of the assessment?
    A. Very Easy
    B. Somewhat Easy
    C. Somewhat Difficult
    D. Very Difficult

5. How long did it take you to complete the multiple-choice portion of the assessment?
    A. 0 - 15 Minutes
    B. 15 - 30 Minutes
    C. 30 - 45 Minutes
    D. 45 - 60 Minutes

6. How long did it take you to complete the scenario portion of the assessment?
    A. 0 - 15 Minutes
    B. 15 - 30 Minutes
    C. 30 - 45 Minutes
    D. 45 - 60 Minutes

7. What are your plans following graduation from high school?
    A. Enter the workforce
    B. Enter the military
    C. Pursue postsecondary studies
    D. Undecided

8. If you plan to pursue postsecondary studies, indicate the type of school you plan to attend after graduating from high school.
    A. Four-year public university
    B. Community college
    C. Technical college
    D. Private college/school

9. Which of the following statements **best** describes the career guidance and advising provided by your school?
    A. I have received career guidance and advising <u>each year</u> in high school from a guidance counselor or my teacher/advisor.
    B. I have received career guidance and advising <u>only one time</u> in high school.
    C. My career and technical teacher was the only person who provided me with career guidance in high shool.
    D. I have received little or no career guidance at my school.

10. How would you rate the Career and Technical (Vocational) classes you have taken in high school in terms of preparing you with the skills needed in a career or postsecondary education?
    A. Very Challenging and Beneficial
    B. Somewhat Challenging and Beneficial
    C. Less than Challenging and Not Very Beneficial
    D. Not at all Challenging or Beneficial

11. When were you first informed you would be taking the skill standards test?
    A. Within the last week
    B. Within the last month
    C. During the fall semester
    D. Last school year

Challenging A Question

Following the student survey, space is provided for students to officially challenge any questions of concern. In order to address challenges, the student will need to notify the teacher/test proctor of the challenge and have it documented by the KOSSA Test Administrator and submitted to KDE.

Please indicate in the space below any of the questions you would like to challenge either the content or answer.

Directions: List the question number and specifically identify your concern with the item. Please notify your teacher of your challenge when you submit your assessment materials so that she/he can record your challenge on the appropriate paperwork.

District, School and ATC/CTC Codes

Use the appropriate code from the list below to complete the school code, district code, and ATC/CTC code (if applicable) sections on the student answer sheet. Please verify that all students have completed the correct codes on the student answer sheet.

If you need District and School Numbers that are not provided in the list below, you can obtain those by going to following web site and selecting this district name from the list. Scroll down to the school you need and you will find the codes listed.
http://www.education.ky.gov/KDE/About+Schools+and+Districts/Kentuckys+Schools+and+Districts/Kentucky+Schools+Directory.htm#c

District Number	School Number	CTC/ATC Number	District Name	School Name
001	010		Adair County	Adair County High School
005	020		Allen County	Allen County - Scottsville High School
		005901	Allen County	Allen County Technical Center
011	020		Anderson County	Anderson County High School
012	010		Ashland Ind.	Paul G. Blazer High School
013	020		Augusta Ind.	Augusta High School
		015905	Ballard County	Ballard County AVEC
015	010		Ballard County	Ballard Memorial High School
016	020		Barbourville Ind.	Barbourville High School
017	020		Bardstown Ind.	Bardstown High School
021	027		Barren County	Barren County High School
025	040		Bath County	Bath County High School
026	020		Beechwood Ind.	Beechwood High School
031	040		Bell County	Bell County High School
032	010		Bellevue Ind.	Bellevue Independent High School
034	020		Berea Independent	Berea Community High School
035	030		Boone County	Boone County High School
035	045		Boone County	Conner High School
035	071		Boone County	Larry A. Ryle High School
041	110		Bourbon County	Bourbon County High School
042	070		Bowling Green Ind.	Bowling Green High School
		045901	Boyd County	Boyd County Career & Technical Education Center
045	010		Boyd County	Boyd County High School
051	005		Boyle County	Boyle County High School
055	010		Bracken County	Bracken County High School
061	060		Breathitt County	Breathitt County High School
065	010		Breckinridge County	Breckinridge County High School
071	015		Bullitt County	Bullitt Central High School
071	016		Bullitt County	Bullitt East High School
071	075		Bullitt County	North Bullitt High School
071	110		Bullitt County	Riverview High School
072	010		Burgin Ind.	Burgin Independent High School
075	030		Butler County	Butler County High School
081	010		Caldwell County	Caldwell County High School
085	020		Calloway County	Calloway County High School

District Number	School Number	CTC/ATC Number	District Name	School Name
091	100		Campbell County	Campbell County High School
092	020		Campbellsville Ind.	Campbellsville High School
095	040		Carlisle County	Carlisle County High School
101	018		Carroll County	Carroll County High School
		105901	Carter County	Carter County Vocational School
105	120		Carter County	East Carter High School
105	500		Carter County	West Carter High School
111	045		Casey County	Casey County High School
113	030		Caverna Ind.	Caverna High School
		155901	Christian County	Christian County AVEC
115	030		Christian County	Christian County High School
115	050		Christian County	Hopkinsville High School
121	030		Clark County	George Rogers Clark High School
125	100		Clay County	Clay County High School
131	050		Clinton County	Clinton County High School
132	010		Cloverport Ind.	Frederick Fraize High School
133	040		Corbin Ind.	Corbin High School
134	080		Covington Ind.	Holmes High School
		134013	Covington Ind.	Chapman CTC
135	020		Crittenden County	Crittenden County High School
141	080		Cumberland County	Cumberland County High School
143	030		Danville Ind.	Danville High School
145	005		Daviess County	Apollo High School
145	010		Daviess County	Daviess County High School
146	020		Dawson Springs Ind.	Dawson Springs High School
147	010		Dayton Ind.	Dayton High School
151	060		Edmonson County	Edmonson County High School
152	010		Elizabethtown Ind.	Elizabethtown High School
155	280		Elliott County	Elliott County High School
156	010		Eminence Ind.	Eminence High School
157	030		Erlanger Ind.	Lloyd Memorial High School
161	090		Estill County	Estill County High School
162	020		Fairview Ind.	Fairview High School
165	170		Fayette County	Bryan Station High School
		165905	Fayette County	Eastside Center For Applied Technology
165	039		Fayette County	Henry Clay High School
165	060		Fayette County	Lafayette High School
165	200		Fayette County	P. L. Dunbar High School
		165904	Fayette County	Southside Technical Center
165	105		Fayette County	Tates Creek High School
171	035		Fleming County	Fleming County High School
175	110		Floyd County	Betsy Layne High School
175	025		Floyd County	J.H. Allen Central High School
175	850		Floyd County	Prestonsburg High School
175	150		Floyd County	South Floyd High School
177	070		Frankfort Ind.	Frankfort High School
		181905	Franklin County	Franklin County Career and Technical Center
181	040		Franklin County	Franklin County High School
181	070		Franklin County	Western Hills High School
176	010		Ft. Thomas Ind.	Highlands High School
185	030		Fulton County	Fulton County High School
186	020		Fulton Ind.	Fulton City High School

District Number	School Number	CTC/ATC Number	District Name	School Name
191	020		Gallatin County	Gallatin County High School
195	060		Garrard County	Garrard County High School
197	030		Glasgow Ind.	Glasgow High School
201	040		Grant County	Grant County High School
205	215		Graves County	Graves County High School
		211908	Grayson County	Grayson County AVEC
211	085		Grayson County	Grayson County High School
215	065		Green County	Green County High School
221	027		Greenup County	Greenup County High School
225	005		Hancock County	Hancock County High School
231	190		Hardin County	Central Hardin High School
231	013		Hardin County	John Hardin High School
231	075		Hardin County	North Hardin High School
235	190		Harlan County	Cumberland High School
235	260		Harlan County	Evarts High School
235	385		Harlan County	James A. Cawood High School
236	030		Harlan Ind.	Harlan High School
241	040		Harrison County	Harrison County High School
242	020		Harrodsburg Ind.	Harrodsburg High School
245	045		Hart County	Hart County High School
246	010		Hazard Ind.	Hazard High School
251	060		Henderson County	Henderson County High School
		251901	Henderson County	Henderson County Technology Center
255	035		Henry County	Henry County High School
261	050		Hickman County	Hickman County High School
265	130		Hopkins County	Hopkins County Central High School
265	145		Hopkins County	Madisonville North Hopkins High School
271	020		Jackson County	Jackson County High School
275	018		Jefferson County	Atherton High School
275	105		Jefferson County	Ballard High School
275	267		Jefferson County	Brown High School
275	467		Jefferson County	Buechel Metropolitan High School
275	045		Jefferson County	Butler High School
275	179		Jefferson County	Central High School
275	100		Jefferson County	Doss High School
275	200		Jefferson County	Dupont Manual High School
275	007		Jefferson County	Eastern High School
275	057		Jefferson County	Fairdale High School
275	012		Jefferson County	Fern Creek High School
275	335		Jefferson County	Iroquois High School
275	065		Jefferson County	Jeffersontown High School
275	047		Jefferson County	Louisville Male Traditional High School
275	098		Jefferson County	Moore Traditional High School
275	075		Jefferson County	Pleasure Ridge Park Magnet Career
275	073		Jefferson County	Seneca High School
275	590		Jefferson County	Shawnee High School
275	050		Jefferson County	South Park Teenage Parent High School
275	031		Jefferson County	Southern High School
275	033		Jefferson County	Valley High School
275	051		Jefferson County	Waggener Traditional High School
275	084		Jefferson County	Western High School
275	916		Jefferson County	Westport Teenage Parent High School

District Number	School Number	CTC/ATC Number	District Name	School Name
276	011		Jenkins Ind.	Jenkins Middle High School
281	021		Jessamine County	East Jessamine High School
281	019		Jessamine County	West Jessamine High School
285	115		Johnson County	Johnson Central High School
291	040		Kenton County	Dixie Heights High School
291	120		Kenton County	Scott High School
291	090		Kenton County	Simon Kenton High School
295	140		Knott County	Cordia High School
295	265		Knott County	Knott County High School
301	410		Knox County	Knox Central High School
301	450		Knox County	Lynn Camp High School
603	395		KSD	Kentucky School for the Deaf
		021906	KY Tech	Barren County ATC
		491901	KY Tech	Belfry ATC
		031901	KY Tech	Bell Co ATC
		035905	KY Tech	Boone County ATC
		061901	KY Tech	Breathitt County ATC
		065901	KY Tech	Breckinridge County ATC
		071900	KY Tech	Bullitt County ATC
		091904	KY Tech	C E McCormick ATC
		081910	KY Tech	Caldwell County ATC
		101901	KY Tech	Carroll Co ATC
		000901	KY Tech	Casey County ATC
		121902	KY Tech	Clark Co ATC
		125902	KY Tech	Clay County ATC
		131902	KY Tech	Clinton County ATC
		133903	KY Tech	Corbin ATC
		175902	KY Tech	Floyd County ATC
		185903	KY Tech	Fulton County ATC
		195906	KY Tech	Garrard County ATC
		215903	KY Tech	Green County ATC
		221902	KY Tech	Greenup County ATC
		241907	KY Tech	Harrison County ATC
		242909	KY Tech	Harrodsburg ATC
		291903	KY Tech	J D Patton ATC
		271023	KY Tech	Jackson County ATC
		295902	KY Tech	Knott Co ATC
		301904	KY Tech	Knox County ATC
		521904	KY Tech	Lake Cumberland ATC
		321903	KY Tech	Lee County ATC
		325905	KY Tech	Leslie County ATC
		331904	KY Tech	Letcher County ATC
		341022	KY Tech	Lincoln County ATC
		365908	KY Tech	Madison County ATC
		375906	KY Tech	Marion Co ATC
		385903	KY Tech	Martin County ATC
		393902	KY Tech	Mason County ATC
		392902	KY Tech	Mayfield/Graves County ATC
		411900	KY Tech	Meade County ATC
		491904	KY Tech	Millard ATC
		431905	KY Tech	Monroe Co ATC
		435903	KY Tech	Montgomery County ATC

District Number	School Number	CTC/ATC Number	District Name	School Name
		441905	KY Tech	Morgan Co ATC
		445902	KY Tech	Muhlenberg Co ATC
		446901	KY Tech	Murray Calloway ATC
		451907	KY Tech	Nelson County ATC
		461920	KY Tech	Ohio County ATC
		465905	KY Tech	Oldham Co ATC
		476900	KY Tech	Paducah ATC
		491906	KY Tech	Phelps ATC
		511906	KY Tech	Rockcastle County ATC
		522904	KY Tech	Russell ATC
		523904	KY Tech	Russellville ATC
		531908	KY Tech	Shelby County ATC
		581905	KY Tech	Wayne County ATC
		585910	KY Tech	Webster Co ATC
305	040		LaRue County	LaRue County High School
311	205		Laurel County	North Laurel High School
311	210		Laurel County	South Laurel High School
315	260		Lawrence County	Lawrence County High School
321	050		Lee County	Lee County High School
325	350		Leslie County	Leslie County High School
331	056		Letcher County	Letcher County Central High School
331	720		Letcher County	Whitesburg High School
		335901	Lewis County	Foster Meade AVEC
335	120		Lewis County	Lewis County High School
341	095		Lincoln County	Lincoln County High School
345	050		Livingston County	Livingston Central High School
351	140		Logan County	Logan County High School
354	020		Ludlow Ind.	Ludlow High School
361	070		Lyon County	Lyon County High School
365	050		Madison County	Madison Central High School
365	150		Madison County	Madison Southern High School
371	370		Magoffin County	Magoffin County High School
375	515		Marion County	Marion County High School
		381904	Marshall County	Marshall County AVEC
381	088		Marshall County	Marshall County High School
385	250		Martin County	Sheldon Clark High School
391	030		Mason County	Mason County High School
392	060		Mayfield Ind.	Mayfield High School
395	050		McCracken County	Heath High School
395	070		McCracken County	Lone Oak High School
395	110		McCracken County	Reidland High School
401	010		McCreary County	McCreary Central High School
405	065		McLean County	McLean County High School
411	070		Meade County	Meade County High School
415	090		Menifee County	Menifee County High School
421	030		Mercer County	Mercer County High School
425	050		Metcalfe County	Metcalfe County High School
426	080		Middlesboro Ind.	Middlesboro High School
431	450		Monroe County	Monroe County High School
435	040		Montgomery County	Montgomery County High School
436	010		Monticello Ind.	Monticello High School
441	150		Morgan County	Morgan County High School

District Number	School Number	CTC/ATC Number	District Name	School Name
445	155		Muhlenberg County	Muhlenberg North High School
445	160		Muhlenberg County	Muhlenberg South High School
446	050		Murray Ind.	Murray High School
451	100		Nelson County	Nelson County High School
452	070		Newport Ind.	Newport High School
455	030		Nicholas County	Nicholas County High School
461	155		Ohio County	Ohio County High School
465	060		Oldham County	Oldham County High School
465	095		Oldham County	South Oldham High School
471	080		Owen County	Owen County High School
472	110		Owensboro Ind.	Owensboro High School
475	080		Owsley County	Owsley County High School
476	170		Paducah Ind.	Paducah Tilghman High School
477	020		Paintsville Ind.	Paintsville High School
478	020		Paris Ind.	Paris High School
481	070		Pendleton County	Pendleton County High School
485	130		Perry County	Buckhorn High School
485	250		Perry County	Perry County Central High School
491	090		Pike County	Belfry High School
491	054		Pike County	East Ridge High School
491	310		Pike County	Elkhorn City High School
491	340		Pike County	Feds Creek High School
491	890		Pike County	Millard High School
491	954		Pike County	Phelps High School
491	190		Pike County	Pike County Central High School
491	980		Pike County	Shelby Valley High School
492	030		Pikeville Ind.	Pikeville High School
495	040		Powell County	Powell County High School
496	020		Providence Ind.	Providence High School
501	380		Pulaski County	Pulaski County High School
501	400		Pulaski County	Southwestern Pulaski County High School
502	020		Raceland Ind.	Raceland-Worthington High School
505	020		Robertson County	Deming High School
511	310		Rockcastle County	Rockcastle County High School
515	180		Rowan County	Rowan County Sr. High School
521	240		Russell County	Russell County High School
522	050		Russell Ind.	Russell High School
523	030		Russellville Ind.	Russellville High School
525	040		Scott County	Scott County High School
531	090		Shelby County	Shelby County High School
533	012		Silver Grove Ind.	Silver Grove High School
535	040		Simpson County	Franklin-Simpson High School
536	070		Somerset Ind.	Somerset High School
541	050		Spencer County	Spencer County High School
545	030		Taylor County	Taylor County High School
551	095		Todd County	Todd County Central High School
555	070		Trigg County	Trigg County High School
561	030		Trimble County	Trimble County High School
565	065		Union County	Union County High School
567	020		Walton-Verona Ind.	Walton-Verona High School
571	230		Warren County	Greenwood High School
571	210		Warren County	Warren Central High School

District Number	School Number	CTC/ATC Number	District Name	School Name
571	220		Warren County	Warren East High School
571	016		Warren County	Lighthouse Academy
		999999	Warren County	Bowling Green Technical College
575	074		Washington County	Washington County High School
581	200		Wayne County	Wayne County High School
585	130		Webster County	Webster County High School
591	430		Whitley County	Whitley County High School
592	020		Williamsburg Ind.	Williamsburg High School
593	020		Williamstown Ind.	Williamstown Independent High School
595	320		Wolfe County	Wolfe County High School
601	084		Woodford County	Woodford County High School

Test Codes

Use the appropriate test code from the list below to complete the test code section on the student answer sheet. Bubbling the correct test code ensures that student responses are scored against the correct key and reported in the correct area. Please verify that all students have completed the correct test code on the student answer sheet.

Note: All assessments within the 5000 series are the same Communications test. Those within the 6000 series are all the same Construction test. Those within the 7000 series are the same Transportation test. Those within the 8000 series are all the same Manufacturing test. Those within the 9000 series are the same Technology Education/Pre-Engineering test. The different codes are used in disaggregating results for use in the Program Assessments conducted by the Office of Career and Technical Education and our Division staff. *Please code assessments in these areas according to the career major offered within that cluster at your school.*

Code	Assessment Content Area
1001	Horticulture
1002	Production Livestock
1003	Production Crop
2001	Administrative Support Services
2002	Retail Services
2003	Financial Services
2004	Marketing
3001	Hospitality Services
3002	Culinary Arts
3003	Child Development
3005	Family Services
3006	Consumer Services
4000	Allied Health
5001	Communications – Desktop Publishing/Printing Technology/Graphics Technology
5002	Communications – Visual Communication Art
5003	Communications – Communication Electronic
5004	Communications – Computer Aided Drafting
5005	Communications – Computer Systems Technology
5006	Communications – Multimedia Technology
5007	Communications – Telemedia Technology (Radio and Television)
5008	Communications – Information Technology
6001	Construction – Masonry
6002	Construction – Residential/Commercial Carpentry
6003	Construction – Residential/Commercial Electricity
6004	Construction – Welding
6005	Construction – Air Conditioning
6006	Construction – Building and Apartment Maintenance
6007	Construction – Construction Technology
7001	Transportation – Automotive Technology
7002	Transportation – Collision Repair and Refinish
7003	Transportation – Diesel Technology

Code	Assessment Content Area
7004	Transportation – Commercial/Recreational Small Engine Technology
7005	Transportation – Aviation Technology
8001	Manufacturing – Machine Tool Technology
8002	Manufacturing – Welding
8003	Manufacturing – Industrial Electronics
8004	Manufacturing – Computer Aided Drafting and Design
8005	Manufacturing – Plastics Technology
8006	Manufacturing – Industrial Chemical Technology
8007	Manufacturing – Wood Products Manufacturing
8008	Manufacturing – Industrial Automation
8009	Manufacturing – Industrial Systems Maintenance
8010	Manufacturing – Air Conditioning Technology
8011	Manufacturing – Major Appliance Technology
8012	Manufacturing – Metal Fabrication
9001	Technology Education/Pre-Engineering – Technology Education
9002	Technology Education/Pre-Engineering – Pre-Engineering

Online Demo Area

An Online Demo Area has been set up for the purpose of allowing staff and students to experience online assessment. While this Demo area is not specific to KOSSA Online, it does provide familiarity with online assessment and allows the use of assistive technology. Staff and students can spend time in this Demo Area to get comfortable with how to navigate pages and understand how to use their textreader or screenreader software to read and answer multiple-choice and constructed response scenario questions if assistive technology is being utilized. Experience has shown that this supports successful participation during the real assessment. The Demo Area also offers a means for parents and others to view Kentucky's online assessment.

Accessing the Demo Area

The Online Demo Area can be accessed by going to the website listed below and selecting one of the grade level Login IDs. The grade 11 login will provide sample multiple choice items and the grade 12 login gives an example of a writing prompt and text box for responding.

To visit the Demo area and see what the online assessment will look like for students, go to the following website: https://catsonline.ecollege.com/ At the login screen, type in one of the following Login IDs:

Grade	Login ID
11	g11st6974
12	g12st1215

When you enter the Demo website with one of the Demo Student IDs, you will see the following choices:

Enter DEMO Area
Set Your Preferences
View Help Information
Leave CATS Online

Clicking on **Enter DEMO Area** will give access to the demonstration questions. The **Set Your Preferences** area allows test settings to be changed to the font size or color preferred by the student. The **View Help Information** section should also be visited to learn more about how to use the online assessment. Viewing the Help Information will show how text readers or screen readers can be utilized most efficiently when reading the questions or providing responses. The Demo Area may contain answers submitted by previous Demo users.

Clicking on different choices or entering new text will change the Demo Answers.
Clicking on **<u>Leave CATS Online</u>** will close the Demo Area.

> **NOTE: Students entering the Demo Area using the student logins above will not meet the requirement of student use of the official KOSSA Practice Area. The KOSSA Practice Area must be accessed with the student's individual login before the student will be given access to the KOSSA Online.**

Preparing for Online Assessment

Participation in the KOSSA Online Assessment requires that all staff and students have addressed the preparation and procedural issues that maximize chances for success. This is not a one-time event but a progressive set of steps that requires time and commitment from all involved. Lack of staff or student preparation and/or support will result in online assessment not working as intended. It is essential that all related district and school staff thoroughly read and consider all the information provided in the support topics.

Checklist of Critical Issues for Participation in KOSSA Online

The following is a list of critical issues that **MUST** be addressed before students participate in KOSSA Online. If you cannot reply "YES" to all of these items by assessment time, you will need to seriously consider if students and staff are sufficiently prepared to use the online assessment accommodation. For help with these questions, send email to **kossaol-kde@education.ky.gov**

1. Is staff available at all times to support and supervise students during the online assessment?

2. Does the school and district have an adequate Internet connection to support the number of concurrent users? (A single T1 Internet connection will support approximately 30 concurrent users. A 256K Internet connection will support approximately 5 concurrent users.)

3. Do computers have a minimum operating system of Windows 98 or Macintosh 9.2.2 or higher?

4. Can you verify that Internet Explorer (IE) 5.5 for Windows, IE 5.1.7 for MAC 9.2.2, IE 5.2.3 for MAC 10.2 X or later, are the only browsers being used by students for the KOSSA Online Assessment? See section on Technical Information in this document.

5. Are backup computers available and ready in the event the ones prepared do not function well on test day?

6. Will your School Technology Coordinator (STC) and District Technology Coordinator (DTC) or Chief Information Officer (CIO) be immediately available to support participating schools during all times students will be utilizing the KOSSA Online Assessment? The availability of this person is specifically for the purpose of assisting with technology issues that may arise during the

KOSSA Online Assessment. **The STC is the single point of contact for resolving technology issues before and during the actual test session. If the STC cannot resolve the issue, he/she is responsible for contacting the KETS Help Desk.**

7. Will the School Technology Coordinator (STC) or other technology specialist(s), familiar with the computers and technology used by students to access the KOSSA Online Assessment, be immediately available at the school during all times students will be utilizing the KOSSA Online Assessment?

8. If a catastrophic event (network connection lost, computer dies, power goes off, etc.) occurs while students are utilizing the KOSSA Online Assessment, is a plan in place for completing the assessment (i.e. extending the testing session, rescheduling the session for another time or completing the entire assessment with paper/pencil)? (See Table of Contents – Lost Internet Connection)

9. Will all staff and students accessing the KOSSA Online Assessment be familiar with using computers and/or assistive technology?

10. Have all computers being used for the assessment been tested by accessing the KOSSA Online Assessment Practice Area?

11. Have qualified staff been identified to ensure any sensitive test data does not remain on the workstation after the assessment? See Table of Contents - Daily Workstation Cleanup.

12. Have the student computer workstation assignments for the online assessment been finalized and has the accommodation software been loaded, if appropriate, and successfully tested on these workstations for compatibility and student preferences prior to first test session? Supported software includes: Read and Write (5, 6, 7, Gold, or Mac), eReader 2.3, and ZoomText Xtra 7.06 – 8.1.

13. Can you verify that there is no software installed that will interfere with implementation (e.g., I-GEAR, Fortress, FoolProof, etc.)? It is recommended that once the student stations have been readied for the online assessment, no new software be installed until the assessment is complete.

Steps Teachers and Students Must Follow In Preparation for KOSSA Online

These procedures must be followed prior to the beginning of the testing window.

1. Preview practice areas!!! Teachers and all proctors of online assessment must be familiar with question and answer formats. This is necessary to assist students if questions about assessment navigation arise.

2. When students login to the Main Menu for practice, teachers should show them how to change preferences (font style, size, color). This can be done by clicking the <u>Set Your Preferences</u> link on the Main Menu.

3. Supervise all students entering the Practice Area. Make sure students practice both multiple choice and constructed response scenario type questions.   While the questions are not specific to each individual assessment content area, this will provide an opportunity for students to become familiar with navigation of the KOSSA Online website. **If students do not access the Practice Area prior to testing, they will be denied access to the actual test.** It is not required that students complete every question in the Practice Area.

4. Students should determine, with teacher guidance, where the scenario prewriting will occur. Students may choose to write on paper provided by the teacher or use a word processor. It is possible for students to copy and paste their final drafts from the word processor into the online text box.

> **Note**
>
> The scenario answer box only allows text to be entered and does not provide other tools available in a word processor. If the scenario requires special formatting (i.e., writing a letter, creating a table, etc.), students should compose their response using a word processor. Scenario responses should then be printed directly from the word processor instead of the online text box so formatting is not lost.
>
> When answering online, students will be able to click the *Answer Preview* button to verify their written response.
>
> All users should be aware that Internet Explorer will look different for assessment than it does during normal use. Due to security requirements, the toolbars that normally appear at the top of Internet Explorer are turned off in the KOSSA Online student view. Students will not be able to use the Edit tool button. They will still have access to right-click and keyboard

commands of Copy and Paste (Ctrl+C, Ctrl+V) in the constructed response scenario.

5. Students should be instructed to click the *Exit this session* button to complete their multiple choice and scenario sessions. Note that answers are saved in the system as the student navigates between questions. Students may go back to review questions and change answers at any time during the testing session. Answers are not final until the student exits the testing session by clicking *Exit this session.*

Supervision/Support for KOSSA Online

The online assessment environment needs to include supervision, monitoring and support of all online participants. Adult presence needs to be sufficient to answer questions and to verify students are following appropriate test protocol (e.g., not looking on another student's computer monitor, using only authorized computer programs or information during the assessment, etc.). Since there may be instances where the computer software or hardware might not function as expected, there must be qualified staff available at all times who are knowledgeable about this technology and can troubleshoot problems with little or no delay.

Physical Arrangements for KOSSA Online

The following are general considerations to address for planning and administering the online assessment:

1. Each student taking the test online will need to have sole access to a computer workstation during each test session.

2. Students may take the test in a computer lab environment, regular classroom setting at a workstation or laptop, or other supervised setting at the school.

3. To ensure privacy and security, each student taking the online assessment using assistive technology to read the test must use individual headphones.

4. Workstations must be arranged (e.g., partitions, empty space or vacant computer workstations between students) to assure privacy and prevent students from seeing each other's online test responses.

5. Each student testing online must have an individual hard copy of the test booklet and answer sheet. An adequate number of assessment booklets and answer sheets have been sent to the district/school skill standards

assessment coordinator for distribution. All student test booklets and answer sheets **must** be returned to the Division of Career and Technical Education.

6. Students with insufficient keyboarding skills will have the option of completing the scenario using pencil and paper. The student response should be written in the space provided on the student Scantron score sheet.

 NOTE: It is critical that <u>all </u>students complete the Last Name, First Name, State Student Identification Number, Test Code, District Code, School Code, ATC/CTC Code (if applicable), Grade, Gender, Ethnicity and Date of Birth on the student answer sheet (bubble sheet) so that scenario scores can be captured, scanned and tracked back to the correct student.

Assistive Technology for KOSSA Online

Information provided in this chapter only applies if you have students testing with assistive technology (i.e., Read and Write Gold). If you have no students testing with assistive technology proceed to Chapter 3 – Getting Started.

Using Assistive Technology

Many Kentucky students with disabilities and/or limited English proficiency (LEP) have required support from "human readers" as an accommodation to participate in the Kentucky Occupational Skill Standards Assessment (KOSSA). Now, as a result of technology advances, many students are using "text-to-speech" software (i.e., textreader or screenreader) allowing them to independently read materials in the classroom using computers. Any students who routinely use assistive technology (i.e., textreader or screenreader) in the classroom setting can consider the option of using this same technology to independently read the KOSSA Online. Each student's teacher will need to verify that the student uses this technology support on a routine basis.

For this administration of KOSSA Online, any student who will benefit from the use of assistive technology and who uses assistive technology as a part of their ongoing instructional programs may utilize it during the assessment. As in the past, appropriate testing modifications outlined in a student's Individual Education Program (IEP), shall be available during the KOSSA as long as the accommodation does not impact the content being assessed.

In summary, the following general conditions for using assistive technology must be met to consider use of this technology as an accommodation for KOSSA Online:

1. Use of assistive technology shall be part of the student's ongoing instructional program and not introduced for the first time during state-required assessments. Occasional (e.g., monthly) or cursory use of this technology for accessing printed material in the classroom is not sufficient for use of this accommodation for the KOSSA Online.

2. Student has entered and used the KOSSA Online Practice Area to develop familiarity with online assessment operations and use of his or her hardware and software.

Steps Teachers Must Follow In Preparation for KOSSA Online with Assistive Technology

These are additional steps that teachers must follow in preparation for KOSSA Online if students are using assistive technology. These steps only apply if the school has students testing with Assistive Technology.

1. Check for supported software. Assistive technology supported includes: Read and Write (5, 6, 7, Mac or Gold), eReader 2.3, and ZoomText Xtra 7.06 – 8.1. Make sure you have all updates and service packs for your software. To obtain software updates:
    a. *Read and Write Gold*: Open program, click on *textHELP* button, select About, click on link for updates.
    b. *Other supported software:* Check with the vendor for updates.

> **Note: Special Directions for WordSmith users:**
> **The toolbar, BrowseAloud, which appears in Internet Explorer in WordSmith for web browsing, is not available for the assessment. This toolbar is turned off for security purposes. Students with WordSmith need to access the test by opening Read and Write 5 (installs with WordSmith) and using its tools. Students will need to be sure they have spent time in the Practice Area using Read and Write 5 to be familiar with its operation prior to the actual test.**

2. Check software settings for individual students. Read and Write Gold includes settings which teachers may need to consider adjusting for student use/non-use during testing or to support software operation. For example, the Toolbar can be adjusted for each tool. Make sure only appropriate tools are available for the student (e.g., electronic dictionary should not be available for the multiple choice portion of the assessment.).

    Other settings may need to be checked. Some of the words in the assessment are presented in all capital letters for emphasis. Some voice engines read a word in all caps the same as if it weren't capitalized and some engines read as if the word was an acronym, reading letter by letter. Make sure the voice engine selected is one that will read words in all caps as a whole word. Voices which will read all caps accurately include: L & H RealSpeak Jennifer or Jane, Adult Male #1 British English (L&H), Adult Female #1 British English (L&H), Mike, Mary, Sam, or RoboSoft 1-6.

> **Note: Be aware that textreaders and screenreaders have some limitations in the way text is read. Math problems, numbers, and abbreviations are problematic. Words with two or more pronunciations will only read one way (e.g., read, record, content). Abbreviations or words ending with a period may be mispronounced (e.g., Dr.- drive or doctor?, Pa at end of sentence becomes Pennsylvania). Students with experience in using the software should be familiar with these issues, and be reminded to request staff assistance if they need help with understanding text as a result of this limitation.**

3. Check to see that other software installed by the district, but not supported by KDE, does not interfere with implementation (e.g., I-GEAR, Fortress, FoolProof, etc.). It is recommended that once the student stations have been readied for the online assessment, no new software be installed until the assessment is complete.

4. Test the textreader software on all computers that will be used for actual assessment in the Practice Area first. The assessment must be accessed through Internet Explorer version 5.5 or later (not Netscape or another browser).

Directions for Split-Screen (viewing two windows simultaneously)

If students will be answering scenarios in a word processor due to needed accommodations, he/she may choose to use a split screen (see below) or toggle/click between both windows, so that both the question and the response can be seen.

1. Open MS Word and Internet Explorer. (Open Read and Write Gold if applicable.)

2. If each program opens to full screen, click on the middle button in the upper right-hand corner. The button selected should switch from showing two small windows to only one.

3. Grab (click and hold) the lower right corner and move mouse to resize the window to cover only half of the screen.

4. The window that has the darker top bar (blue in most cases) is the active window. To do something in the inactive window, simply click anywhere in the window. You should see the top bar darken.

KOSSA Online – Getting Ready, Set, Go!

Registration, Roles and Responsibilities

Districts begin the registration process by identifying an individual to serve as the KOSSA Online District Administrator (DA). The person selected to be the DA should have some understanding of the KOSS assessment and instructional issues related to use of assistive technology. It will also be very helpful to have some familiarity with the staff and students who are likely to be involved at the school level. The DA will be identifying a School Administrator (SA) to lead the school level KOSSA Online setup, and the SA will then identify the participating Teachers and set up student accounts.   The Teachers will monitor student use of the Practice Area and proctor the online assessment as assigned.
The sequence of events required to complete local setup of the online assessment follows. **Please note that it is important for each person to complete his/her own responsibilities before subsequent steps can begin**.

Notification of Username and Password
The DA should have received an e-mail from **kossaol-kde@education.ky.gov** that provided a username and initial password along with a URL for the KOSSA Online website. In the event that it has not been received, send an email to **kossaol-kde@education.ky.gov** indicating that one is needed. The URL will take you to the initial login page for KOSSA Online.
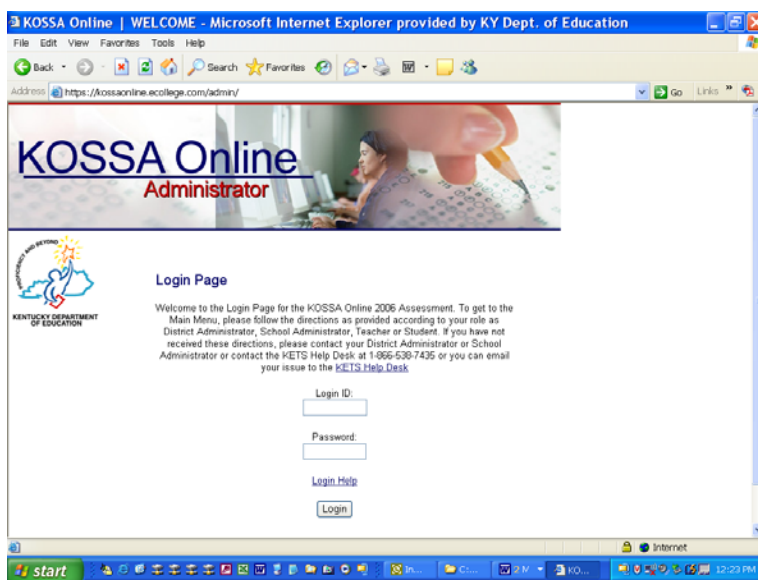
District Level Set-Up (The District Administrator)

Upon logging in to https://kossaonline.ecollege.com/admin/ for the first time, the DA will be prompted to change his/her password to one of his/her own preference. The system will prompt the user to renew the password every 30 days.
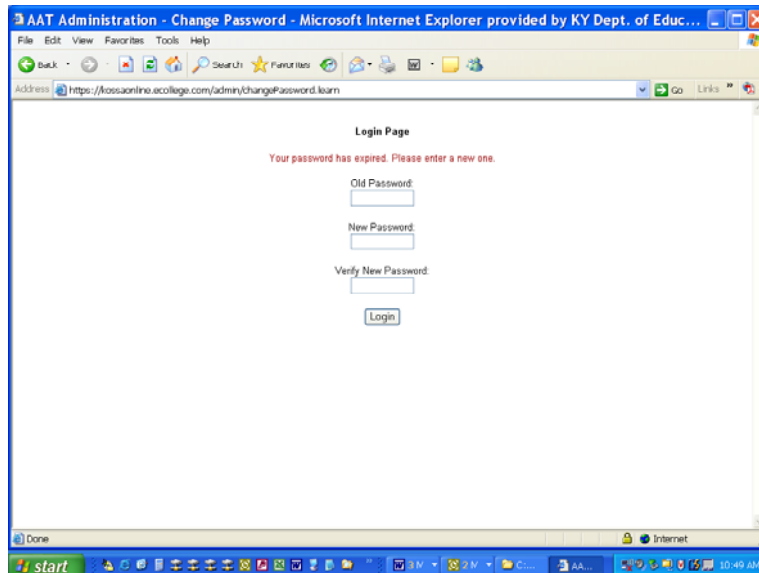
Logging in will take the DA to the Main Menu of KOSSA Online Administrator. The Main Menu shows the roles and responsibilities of each user (DA, SA or Teacher). Live links exist within each user's list of responsibilities, based on login ID. A District Administrator will have live links within the DA roles, a School Administrator will have live links within the SA roles, and a Teacher will have live links within the Teacher roles. The links take each user to the KOSSA Online setup Wizard and tools.

Under **District Administrator (DA)** – *The DA is the "super user" at the district level and is responsible for creating School Administrator (SA) accounts, notifying persons of their appointment as a SA and reviewing and editing testing sessions, teacher and student accounts for accuracy.* Click on Creating School Administrator accounts (text is live link online) to go to the Welcome screen of the Wizard. The setup Wizard will provide step-by-step instructions to guide the DA in setting up accounts. Click "Next" on the Welcome Screen to go to **Step 1**

Step 1 Select the radio button next to School Administrator and click "Next".
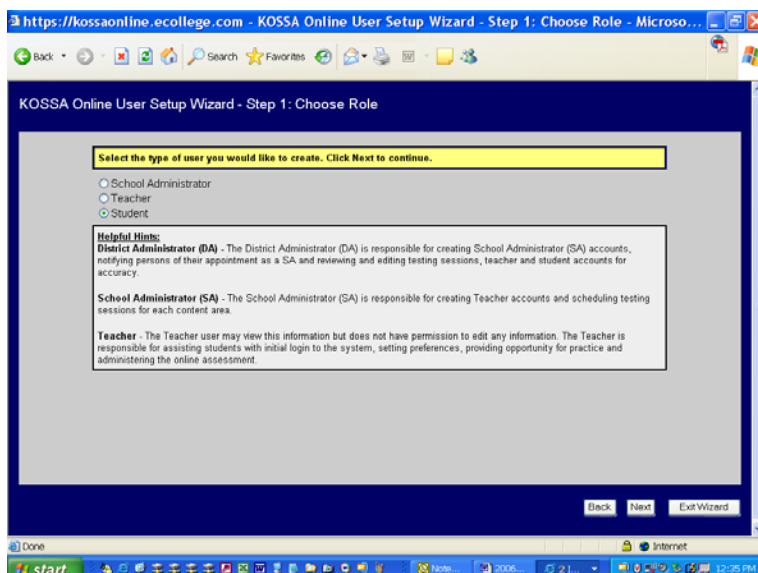
Step 2 Select the radio button next to the school for which you are creating the School Administrator accounts and click "Next".
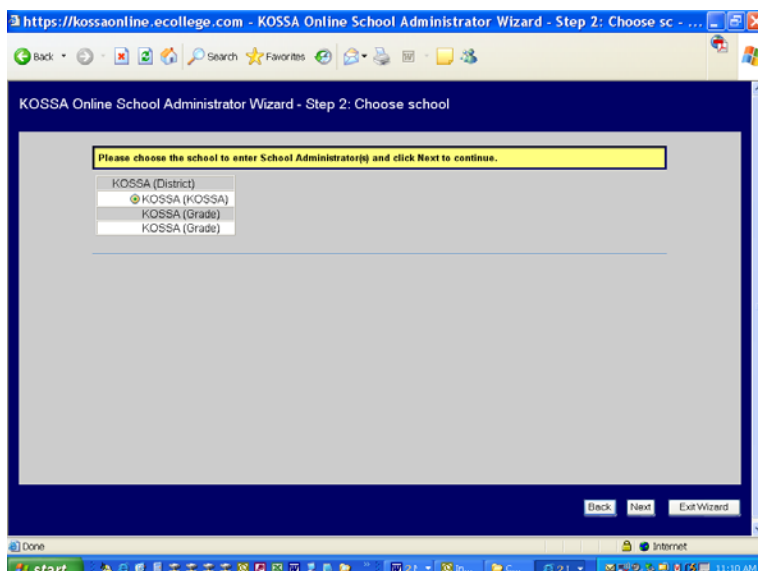
**Step 3** Enter the First Name, Last Name and E-mail address for each SA you wish to create at a school. Click "Next."

Note:

Ideally there should only be one SA per school. Other individuals at the school level should have Teacher accounts.

If there is only one school in the district testing online, the roles of the DA and SA may be fulfilled by the same person. In this case, only the DA user ID is needed as all SA responsibilities can be completed from the DA user account.

Step 4 Notify the person designated to be the SA at each school. By clicking on "Email this new School Administrator(s) their new login information" the Wizard program will send an automatic e-mail to the new SA when the account is created.

This email notification will prompt the SA to access the KOSSA Online Assessment website, log in, and change the password. The SA can then proceed with the setup Wizard to complete the next step in the process.
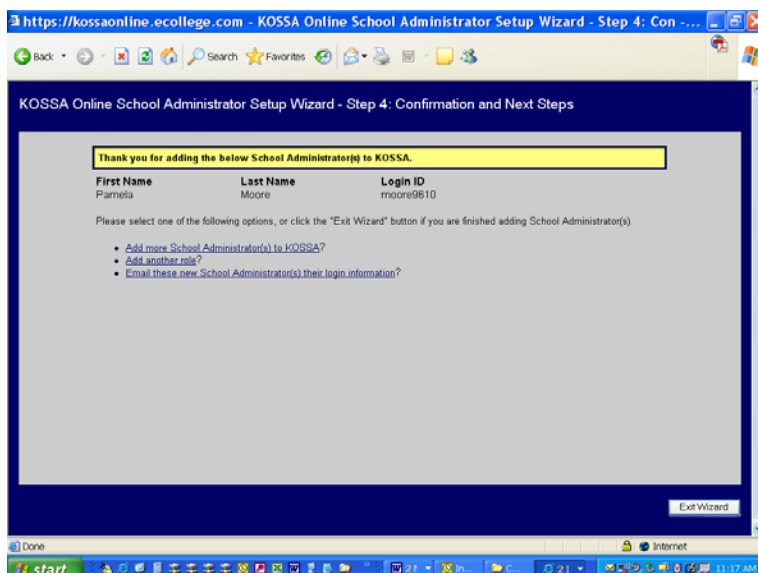
School Level Set-Up (The School Administrator)

The SA is the lead administrator for the online assessment at the school level. The person identified as the SA for each school will receive notice from the DA or an email indicating that an account has been created for him/her in the KOSSA Online Assessment website.

Upon logging in to https://kossaonline.ecollege.com/admin/ for the first time, the SA will be prompted to change his/her password to one of his/her own preference. The system will prompt the user to renew the password every 30 days.
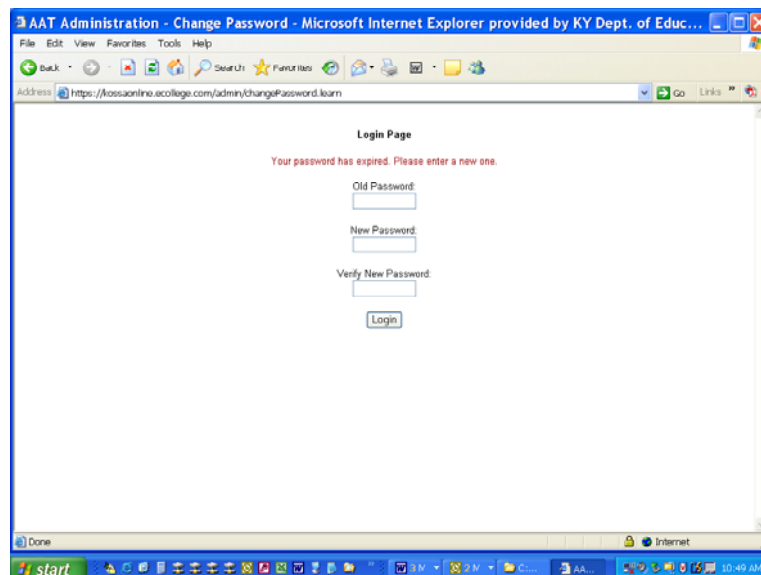
Logging in will take the SA to the Main Menu of KOSSA Online Administrator. The Main Menu shows the roles and responsibilities of each user (DA, SA or Teacher). Live links exist within each user's list of responsibilities, based on login ID. A District Administrator will have live links within the DA roles, a School Administrator will have live links within the SA roles, and a Teacher will have live links within the Teacher roles. The links take each user to the KOSSA Online setup Wizard and tools.

Under ***School Administrator (SA)*** *(scroll down to view) – The SA is the lead administrator at the school level and is responsible for creating the Teacher accounts for certified staff. These Teachers will directly administer the online assessment to participating students.* Click on <u>Creating Teacher user accounts</u> (text is live link online) to go to the Welcome screen of the Wizard. The setup Wizard will provide step-by-step instructions to guide the SA. Click "Next" on the Welcome Screen to go to **Step 1.**

Step 1 Select the radio button next to Teacher and click "Next".

Step 2 Select the radio button next to the school for which you are creating the Teacher accounts and click "Next".

Step 3 Enter the First Name, Last Name and E-mail address for each Teacher you wish to create at a school. Click "Next."

Note:
Only teachers who are involved in administering the assessment or assisting students in the Practice Area will need Teacher user accounts.

Step 4 Click on "Email these new Teachers(s) their new login information?" and the Wizard program will send an automatic e-mail to the new Teacher user when the account is created.

This email notification will prompt the Teacher to access the KOSSA Online Assessment website, log in and change the password. The Teacher can then proceed with the responsibilities outlined for this role.
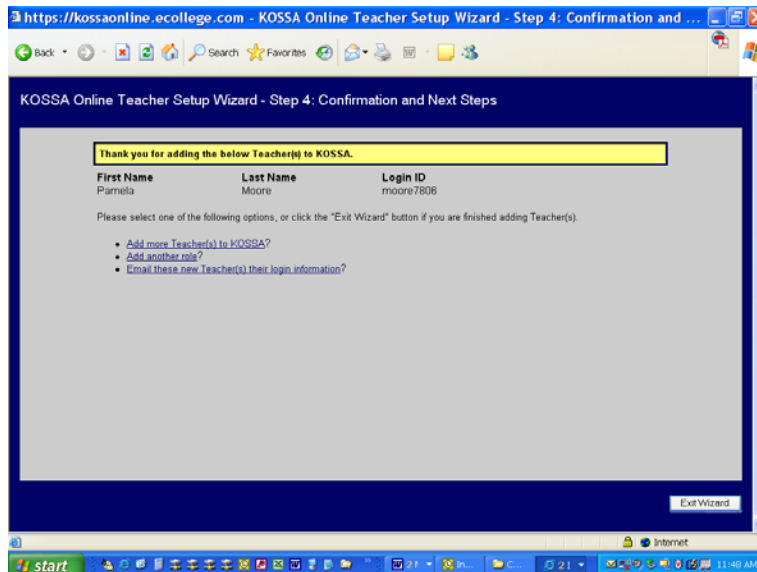
School Level Set-up (The Teacher)

The Teacher user may view all school information but does not have permission to edit any information. If edits are needed, the Teacher should contact the SA or DA to make these changes.

The Teacher is responsible for assisting students with initial login to the system, setting preferences, providing opportunity for practice and administering the online assessment.

Upon logging in to https://kossaonline.ecollege.com/admin/ for the first time, the Teacher will be prompted to change his/her password to one of his/her own preference. The system will prompt the user to renew the password every 30 days.
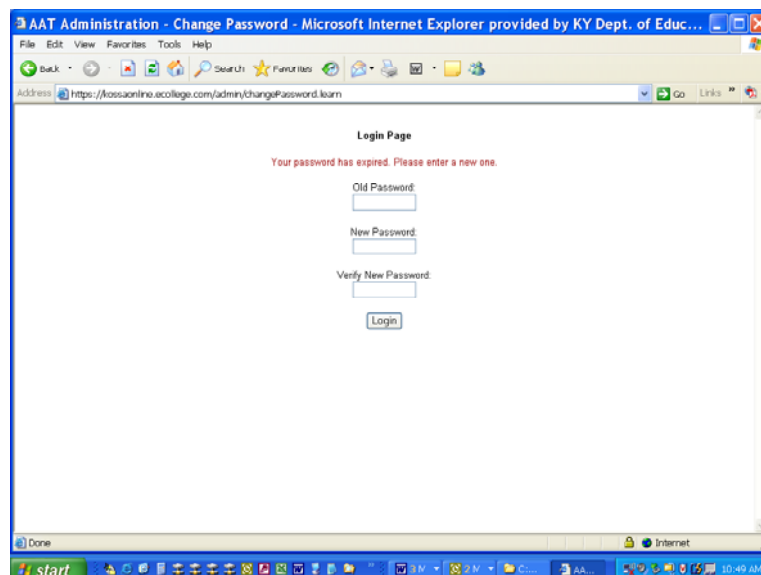
Logging in will take the Teacher to the Main Menu of KOSSA Online Administrator. The Main Menu shows the roles and responsibilities of each user (DA, SA or Teacher). Scroll down to view Teacher section. Live links exist within each user's list of responsibilities, based on login ID. A District Administrator will have live links within the DA roles, a School Administrator will have live links within the SA roles, and a Teacher will have live links within the Teacher roles. The links take each user to the KOSSA Online setup Wizard and tools.

The Teacher user will need to become familiar with the Practice Area by clicking on the "KOSSA Practice Area" link in the left hand column on the Main Menu page. It is important that all Teacher users access and become familiar with the functionality of the Practice Area in order to better assist students.
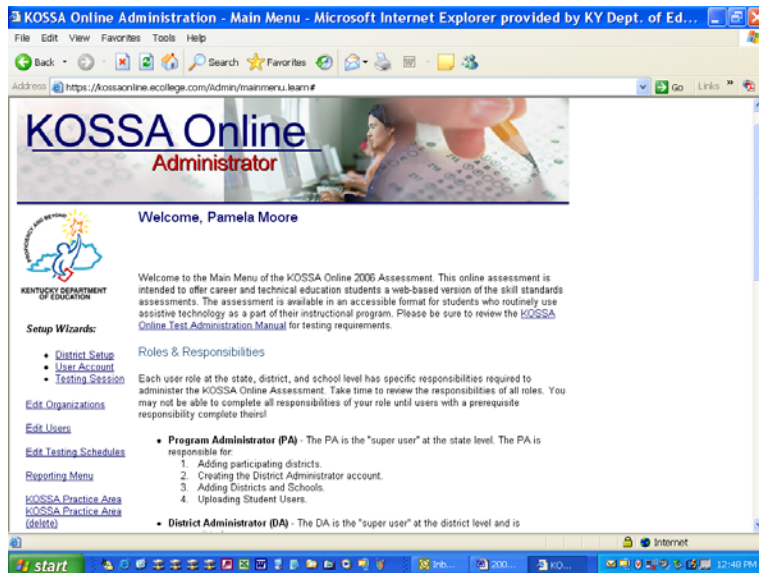
Several days prior to the first scheduled online test session, provide students with their individual student login IDs and allow students time to become comfortable with the online testing environment. **If students have not entered the KOSSA Practice Area under their own login ID, they will be <u>denied access to the actual test.</u>**
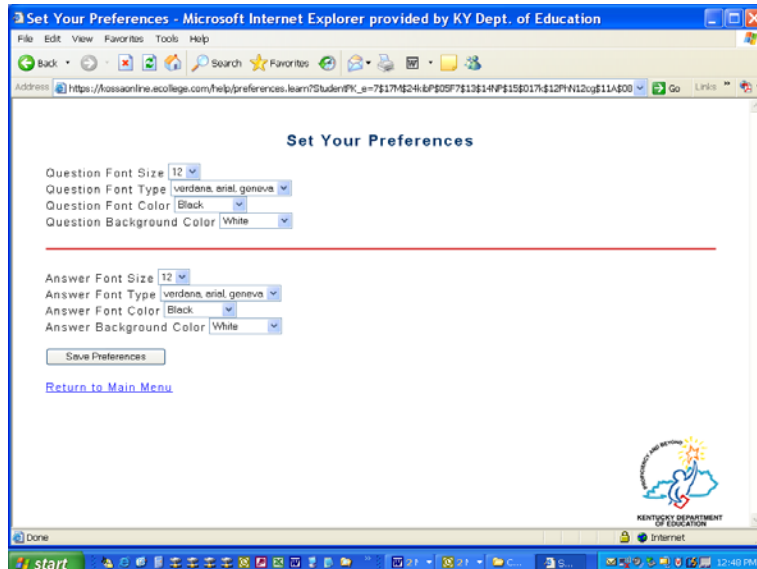
The Student

The Student will use the login ID provided by the Teacher to access the KOSSA Online assessment center at https://kossaonline.ecollege.com/ At the Welcome screen the student will be prompted to enter his/her login ID. Click "Enter" to move into the KOSSA Student Main Menu.
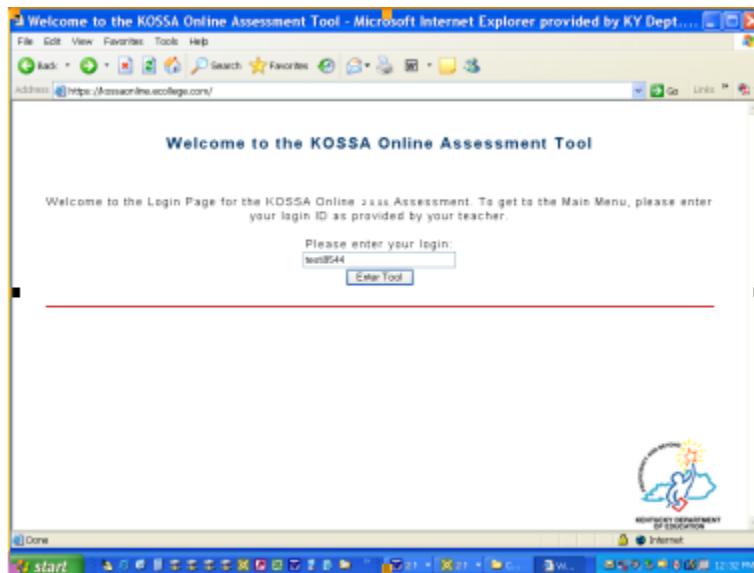
At the Main Menu multiple options are listed. These options are direct links to different parts of the KOSSA Online System. The Student should begin by selecting Set Your Preferences.
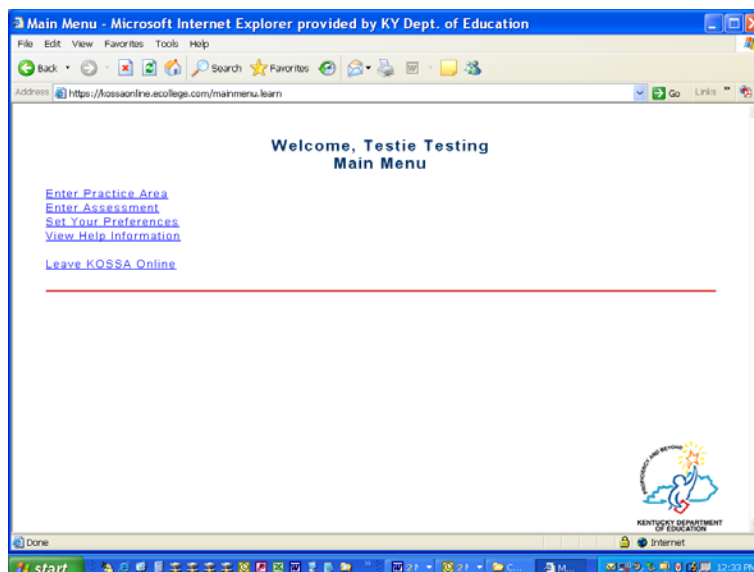
At the Set Your Preferences screen, the Student user can choose the font size, type and color as well as background color for both Questions and Answers. In order to maintain these preferences for the live assessment, click "Save Preferences".

A screen will appear displaying the preferences selected and how the actual assessment will appear. The Student user can select Change Preferences Again to make edits to the existing selections or select Return to Main Menu.
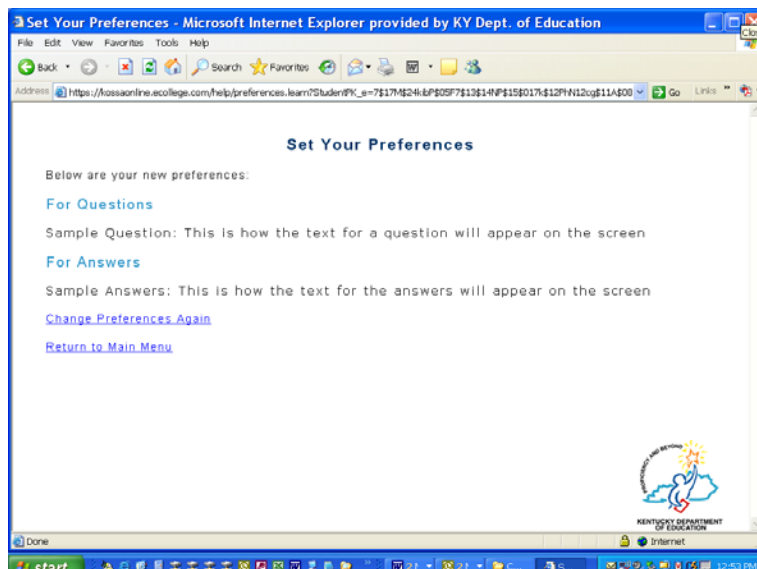
Clicking on Enter Practice Area will prompt the student to enter the password (TEST1234) provided on the screen. This is to simulate the password requirements for the live assessment. While the questions are not specific to each individual KOSSA content area, they provide an example of the multiple-choice and constructed response scenarios and the online response format.

Each student should respond to several multiple-choice and constructed response scenario questions and become familiar with navigation tools available in the online assessment tool. Students using assistive technology on the live assessment should make use of it during the practice session.

If students have not entered the KOSSA Practice Area under their own login ID, they will be <u>denied access to the actual test.</u>

The Student user can also access online help by selecting View Help Information.

On the day of the live assessment, the Student user will enter the live assessment from this page. After logging in with the individual student login ID and selecting <u>Enter Assessment</u>, the Student will be prompted to enter the testing session password provided by the teacher. This password is only valid during the scheduled administration of the live assessment. Students will receive an error alert if use of the password is attempted outside the scheduled testing session.
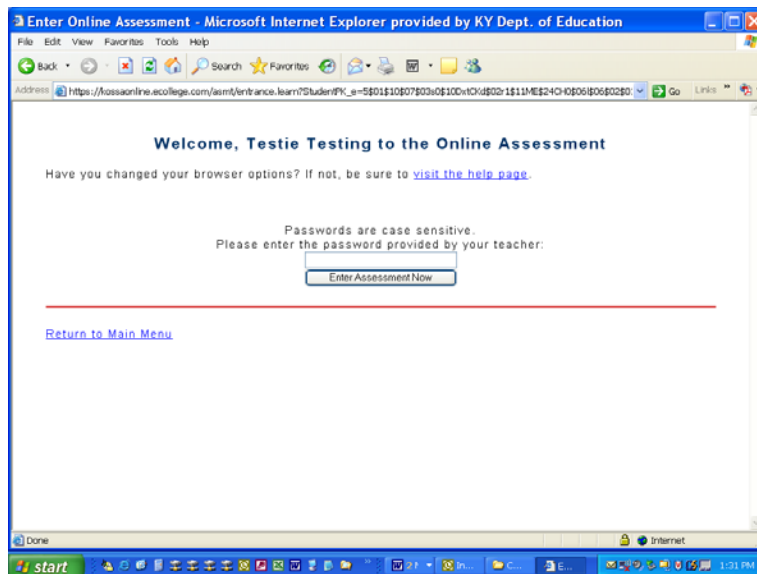
Procedure for KOSSA Online Live Assessment

1. When the live assessment begins, the student accesses the KOSSA Online website at https://kossaonline.ecollege.com/ and enters his/her individual student Login ID. This ID was provided by email to the DA/SA when the student's account was created.

2. If preferences are already set, the student clicks on Enter Assessment. (Preferences must be set at the Main Menu before beginning the assessment.)

3. At the next screen, the student will enter the Session Password to access the scheduled assessment. The Session Password for each scheduled assessment is provided to the teacher by the DA/SA. The Teacher can also view the Session Password by entering the Main Menu and clicking on Edit Testing Schedules. Select the second button, "View/Edit/Delete Test Sessions", hover the mouse over the date of the session, and the Session Password will appear.

4. If multiple sections are scheduled for the content area (MC/Scenario/Survey) during the same test session, the student will see a separate link to each section. The student begins the assessment by clicking on the first link and entering his/her answers.

5. When the student is finished with a section, he/she clicks on the "Exit Session" button at the bottom of the screen. If there are unanswered questions, the student will see a list with links to revisit and answer those questions. If there are more sections scheduled, a link will be displayed to enter the next section. If only one section is scheduled, the student receives a thank you message. Upon exiting the testing session all answers are electronically submitted.

6. When answering scenarios, students can click on the *Answer Preview* button to verify their written response.

> **NOTE:**
>
> All users should be aware that Internet Explorer will look different for assessment than it does during normal use. Due to security requirements, the toolbars that normally appear at the top of Internet Explorer are turned off in the KOSSA Online student view. Students cannot use the Edit tool button. They will still have access to right-click and keyboard commands of Copy and Paste (Ctrl+C, Ctrl+V) in the constructed response scenarios.

Post test Procedures for DA/SA/Teacher

No printing is required this year as a part of the online assessment. Follow the directions under *Returning Test Materials* in the Table of Contents for packing and returning KOSSA materials.

Technical Information

Supported System Specifications
Testing has been completed using the configurations described in the table below. Other configurations may also function but will not be supported. The KOSSA Online Assessment Website supports the following software:

OS/Software	Support Page
Microsoft Windows 98 – XP	http://www.microsoft.com/windows
Internet Explorer 5.5 – 6.0	http://www.microsoft.com/windows/ie
Macintosh 9.2.2 – 10.2.X	http://www.info.apple.com/usen/macos9/ http://www.info.apple.com/usen/macosx/
Internet Explorer 5.1.7 for Mac 9.2.2 or Internet Explorer 5.2.3 for Mac 10.2.X	http://www.microsoft.com/mac/products/internetexplorer/internetexplorer.aspx?pid=internetexplorer
eReader 2.3 – 3.0 for Windows	http://www.cast.org/udl/index.cfm?i=211&option=TechSupport
JAWS for Windows 4.5 – 5.0	http://www.freedomscientific.com/fs_support/doc_screenreaders.asp
ZoomText Xtra 7.06 – 8.1	http://www.aisquared.com/support/index.htm
Read & Write Mac Read & Write 5, 6, 7 Read & Write Gold	http://www.texthelp.com/support.asp?q1=support

Lost Internet Connection
The following steps should be taken to minimize a disruption in the test session in the event of lost Internet connection:

1. Student notifies the teacher or other staff that test access was interrupted.
2. School staff immediately attempts to restore the connection. If achieved, the student can resume online testing at the point where the interruption occurred. (NOTE: In the event of lost connection, student responses will automatically be saved so students can resume at the place where they left off before the interruption).
3. In the event the time has expired for the testing session due to the delay, then the DA or SA will need to either create a new testing session or extend the time of the existing testing session (See Appendix A – Editing Test Sessions).
4. If the Internet connection cannot be restored or the session rescheduled, the school shifts to the plan for paper and pencil completion of the assessment. This will require the student to complete the ENTIRE assessment section (MC or Scenario) using paper/pencil version.

Other Hardware/Assistive Technology Software Failure
School districts should have backup plans in place for other unexpected hardware/assistive technology software complications during the testing session. In the event an individual workstation or assistive technology software ceases to function, the student should move another computer and reenter the test session using the student's login ID. The student can go to the last question answered and resume testing. If backup workstations are not available, the student may complete the online assessment during a makeup testing session or can complete the ENTIRE assessment section (MC or Scenario) using the paper/pencil version.

Daily Workstation Cleanup Guide
These instructions describe how to remove any cached information remaining on workstations used by students to take the KOSSA Online Assessment. The cached information could be in the form of temporary Internet files, temporary word processing files, or temporary files from a text or screenreader. Because these files may contain elements of questions or student responses, they must be purged from the workstation no later than the end of each day of testing. For assistance with any of these instructions contact the KETS Helpdesk at 502-564-2002 or toll-free within Kentucky at 866-538-7435.

> **Note:**
> Because of the importance of confidentiality for both the student and the test items, it is imperative that these steps be carried out without exception. The instructions contained within this guide are for school and district staff use only. Students should not perform these duties because they could potentially allow access to unreleased test items or student responses.

The KOSSA Online Assessment is accessed through SSL (Secure Sockets Layers). Under normal conditions, this would leave no cached information from the online assessment on either the workstation accessing the exam, or on any state or district proxy servers or network caching devices.

Delete the Temporary Internet Files (Internet cache)

Most Internet browsers are configured to store certain files locally on the hard drive of the computer. Storing parts of frequently accessed web pages helps speed the opening of those pages at a later time. The browser can even be told to make an entire website available offline if the computer does not have an Internet connection. For the purposes of the KOSSA Online Assessment, these files are not helpful and should be deleted each day of the assessment.

The following instructions for removing cached files assume the browser is a recent version of MS Internet Explorer (5.5 or above) running on either the MS Windows Platform or Macintosh. Internet Explorer is the only supported browser for the KOSSA Online Assessment.

1. Open Internet Explorer and click on the "Tools" menu item.
2. Select the Internet Options link.
3. Select "Delete Files" from the middle of the window that pops up. It will be in a grouping called "Temporary Internet Files."
4. A small window will pop up immediately. Make sure that the checkbox is checked for "Delete all offline content" and then click the *OK* button.
5. Click the *OK* button on the Internet Options window and then close Internet Explorer.

Delete the Cached Files on the District Proxy Server

The Proxy Server is a computer at each school that helps speed access to Internet content by saving the school's most frequently visited websites on its hard drive. There will also be one primary Proxy Server for the entire district that feeds all of the school Proxy Servers. Because these devices save Internet content, they will need to have their cache cleared at the end of each testing day. The process of clearing the proxy servers' cache should only be performed by the district or school technology specialist. If the person assigned to clear the proxy server's cache needs assistance, the KETS Help Desk will be able to help.

Delete Temporary Files from the Student Workstation

For Windows 98/Me/2000/XP - Use the Disk Cleanup utility.
1. Click on the Windows *Start* button.
2. Click the Programs link.
3. Click the Accessories link.
4. Click the System Tools link.
5. Click the "Disk Cleanup" application.
6. Ensure that "C:" appears in the "Select Drive" pop-up window, and press the *OK* button.

7. Ensure that every option available in the resulting window is check-marked EXCEPT for "Downloaded Program Files" which should not be deleted. A description for each type of item appears in the lower half of the window.
8. Click the *OK* button, and then press the Yes button in the confirmation window that pops up.

Temporary file deletion can also be implemented from the command line. To do this:
1. Click on the Windows Start button.
2. Click the Run… link
3. Type "cleanmgr /d c:" without the quotes and press the OK button.
4. Move to step 7. above and complete the process.

For Macintosh OS – Clear the Cache on Internet Explorer 5.x.
1. With Internet Explore open, click "Edit" and then select "Preferences" from the menu bar.
2. Click the pointer arrow beside "Web Browser" until the pointer points downward.
3. Click *Advanced*
4. Click *Empty Now*

Appendix A

M A K I N G C H A N G E S T O I N F O R M A T I O N A L R E A D Y E N T E R E D I N K O S S A O N L I N E

The following information provides directions for resetting passwords and editing or deleting test sessions.

Edit Users Link
1. From the Main Menu, click on Edit Users. Search for the user account to be viewed (e.g., SA, Teacher or Student). To view one user, enter the first name, last name or login ID. To view all users with the same role (e.g., all students), select the role from the drop down menu and leave the other fields blank. To view all students in a school (SA login) or district (DA login), do not choose an organization.

2. Click the Check box next to the name of the user to delete the account, or click on the arrow button to move them to another organization.
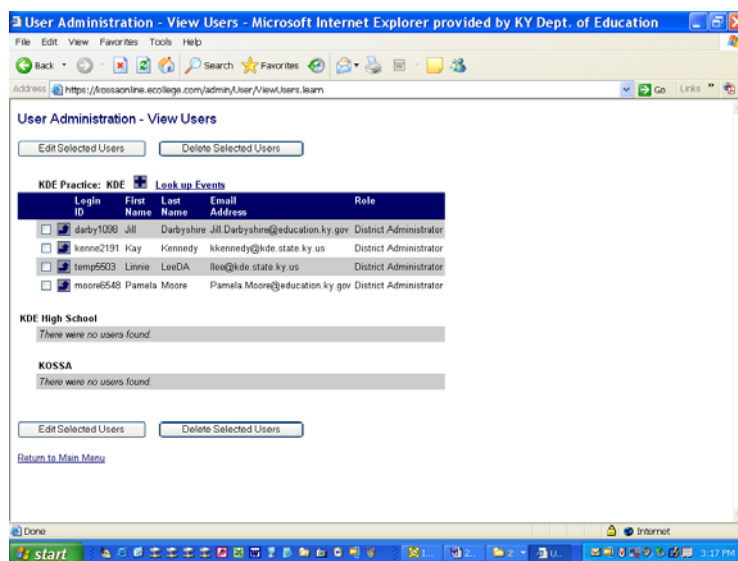
When you click Delete Selected Users, a screen listing all modifications will appear. If the information is correct click Submit.

> **Note:**
> Student Users can only be deleted if there is no data associated with their login IDs. Data becomes associated with students when they enter the Practice Area. If a student with data needs to be deleted, send a request to
> kossaol@education.ky.gov

3. A confirmation message will appear. Click on the Return to Search for Users if further deletions are required; otherwise, click on the Return to Main Menu link.
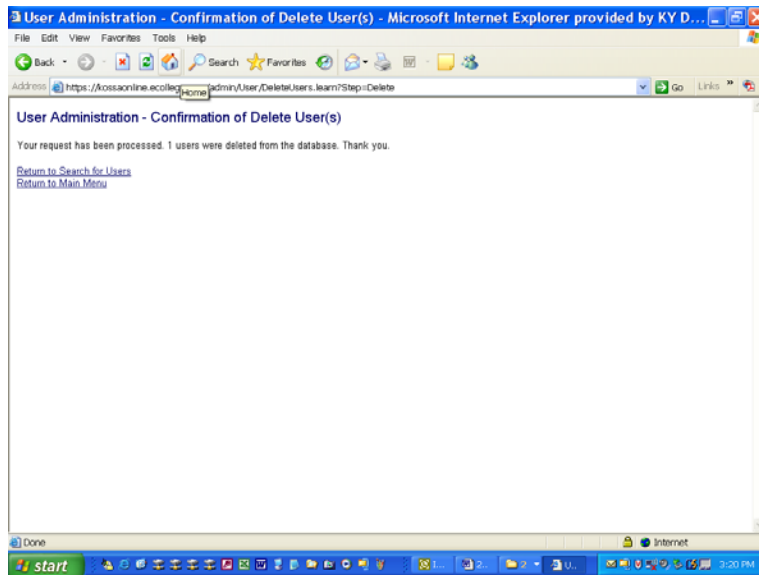
Editing Test Sessions (DA/SA)

During assessment, if it appears that a student will need to work beyond the scheduled session time, the DA/SA can extend the time by editing the session. To view session scheduled, click on *View/Edit/Delete a Testing Session.*
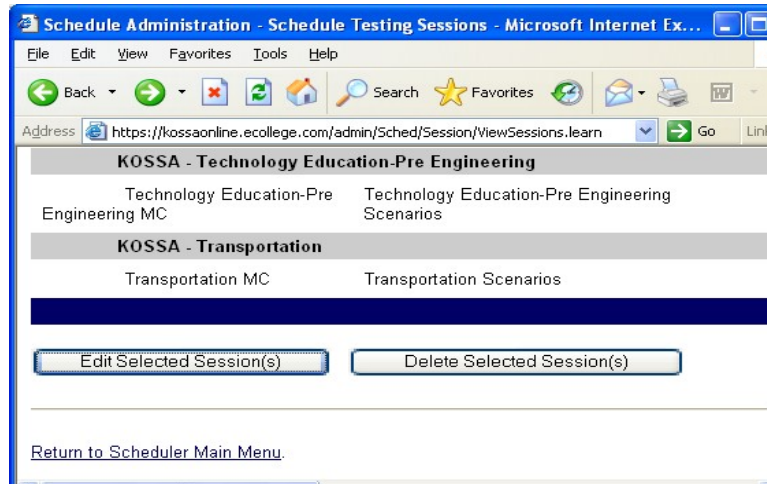
1. At the KOSSA Online Administrator Main Menu select Edit Testing Schedules in the left column. Select the second button, *View/Edit/Delete a Testing Session*.
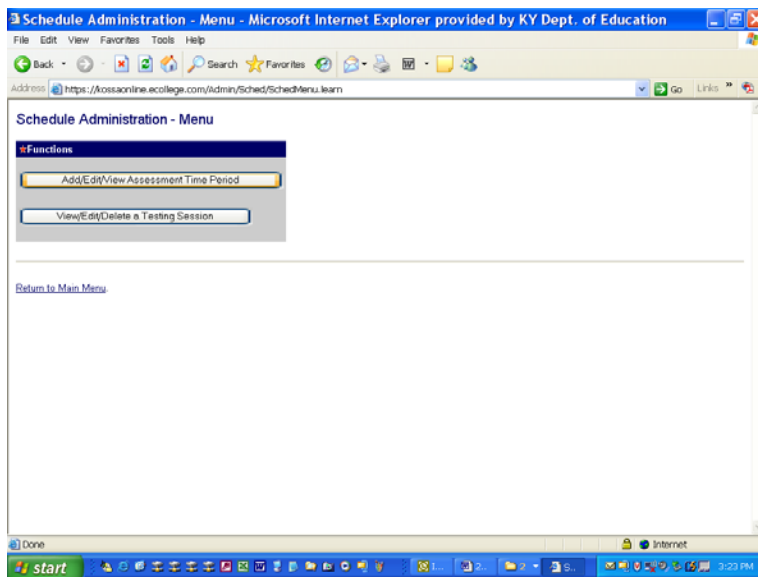
2. From within the *Schedule Administration - Testing Sessions screen,* select the check box next to the scheduled session to be edited or deleted.

3. To make changes to the session, click the *Edit Selected Session*(s) button and continue to step 4. To remove the session, click the *Delete Selected Session*(s) button. A pop up box will appear to confirm. Click *OK* or *Cancel*. This only deletes the scheduled session, not the assessment.

4. The session's schedule can now be viewed/edited. All fields must be completed in order to proceed.

NOTE

The Assessment and Assessment Part fields cannot be edited. If these fields need to be changed, this session must be deleted by returning to the previous screen and clicking on *Delete Selected Session(s).* Recreate the session using the Wizard (Setup Wizard: Testing Session).

Appendix B

Interrupting a KOSSA Online Test Session
In the event of an unscheduled interruption during the assessment (e.g., sudden illness, fire, tornado, power failure), student responses are automatically saved, except for the question currently on the screen. If time allows during an interruption, follow the steps below:

1. At the KOSSA Online Administration Main Menu click on Edit Testing Schedules. Select the *Set an Interruption Status* button at the *Schedule Administration* page. The Interruption Status page allows District and School Administrators and Teachers to limit students' access to the test in the event of an unplanned interruption.
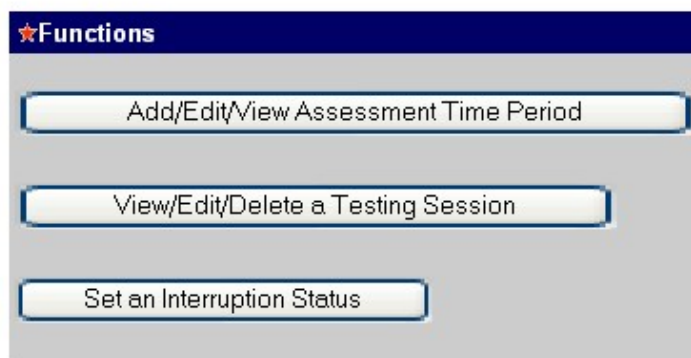
2. Sessions can be locked at three levels: school level, content area level, and/or student user level.
    a. Choose *Lock School* to lock all students at a school from viewing any questions they have seen or answered.
    b. Choose *Lock Session* next to the title of the session to lock all students from viewing that session.
    c. Choose *Lock* next to a user's name to lock that particular student from that session.
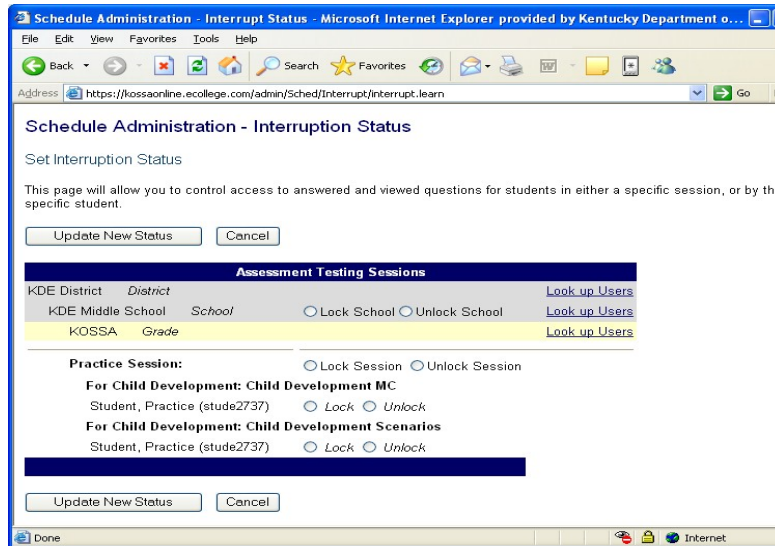
3. In order to resume testing, *Unlock* a session for a specific student or group. Student(s) will be allowed to modify existing answers or previously viewed questions for that session. This option would only be used if the option to lock had previously been chosen and submitted. If the session time has ended, the DA/SA will need to extend the time by editing the test session (see Appendix A, Editing Test Sessions).

Appendix C

KOSSA Nondisclosure Agreement Form

The next page of this booklet is the KOSSA Nondisclosure form. All individuals who administer or otherwise view the content of the assessment must complete and submit a nondisclosure form to the Kentucky Department of Education. Make copies of this form as needed.

It is acceptable for CTE teachers to review the content of the assessment following the administration of the test at the local level. They must complete a copy of this form and have it returned with all testing materials.

KENTUCKY DEPARTMENT OF EDUCATION
DIVISION OF CAREER AND TECHNICAL EDUCATION

KOSSA NONDISCLOSURE FORM

The Skill Standards Assessments are a project of the Kentucky Department of Education, Division of Career and Technical Education. The design of the assessments requires that the test questions remain secure. To protect the security of the assessments, only authorized persons are permitted to have access to the assessment items. With the exception of items, which may be released by the Division of Career and Technical Education, all assessment items are to be regarded as confidential. Therefore, they may not be reproduced, discussed, or in any way released or distributed to unauthorized personnel.

The undersigned has assisted in the administration of the Kentucky Occupational Skill Standards Assessments and/or has reviewed assessment items. The undersigned hereby agrees to be bound to the terms of this agreement restricting the disclosure of said confidential materials.

Name (Printed) _____

Signature _____

Title _____

School _____

Assessment Name _____

Date _____

Every person who assists in the administration of the KOSS Assessments or reviews them in any fashion must sign and submit a copy of this Nondisclosure Agreement and Security Statement and abide by the terms of this agreement restricting the disclosure of said confidential materials.